2 pgs.

Correct
Let's discuss
give this subject
some serious thought
and let's get together
and discuss

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March 20, 1995

R. D. Snow
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M. J. Goodman
G. R. Teeter
S. R. MacLeod
R. A. Mittica

Subject: **Sales Materials Task Force**

Attached you will find a copy of a letter I recently received regarding a Sales Materials Task Force to reduce spending/waste. I would appreciate each of you reviewing this information with your coordinators, and you providing me with a list of recommendations on or before April 7th.

I realize everyone has a lot to do right now, but this project has the potential to save everyone a lot of time down the road.

Call if you have any questions.

Don

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Source: https://www.industrydocuments.ucsf.edu/docs/zrmy0000